



State of California

# Employment Training Panel

Arnold Schwarzenegger, Governor

May 14, 2008

Randy Paskal, Executive Vice President  
J& R Film Co. Inc. d.b.a. Moviola Education Center  
1135 N. Mansfield Avenue  
Hollywood, CA 90038

Dear Mr. Paskal:

**RE: FINAL MONITORING VISIT REPORT for MOVIOLA IV – ET07-0149**

<b>Date of the Visit:</b>	05/09/08
<b>Beginning/Ending Time:</b>	9:00 a.m. – 12:30 p.m.
<b>Date of Last Visit:</b>	09/14/07
<b>Visit Location:</b>	Hollywood
<b>Persons in attendance:</b>	Mark Ferry, Education Center, Moviola Elsa Wadzinski, Project Analyst, Employment Training Panel
<b>Action Required:</b>	No

<b>Term of Agreement:</b>	10/03/06 – 10/02/08	<b>Agreement Amount:</b>	\$744,975
<b>Training Start Date:</b>	10/03/06	<b>No. to Retain:</b>	475
<b>Date Training must be Completed:</b>	07/01/08	<b>Range of Hours:</b>	24 - 96
<b>Type of Trainee:</b>	Retrainee	<b>Fixed Fee</b>	

## **FINAL REPORT SUMMARY:**

The Agreement was executed on November 1, 2006, and training began on October 3, 2006. Your project staff reported that all ETP training was completed on May 2, 2008, which allows for the 90-day retention period to be completed within the term ending date of the Agreement – October 2, 2008.

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ETP (04/15/05)

ETP approved an Agreement Modification, requesting to move trainee slots from to different job numbers, decreasing the contract amount by \$25, on July 9, 2007.

Based on the information provided by Mr. Ferry, all 475 trainees specified on Chart 1, Exhibit A of the Agreement, have completed the required training hours, as specified in each of the six Job numbers, and are either in the process of, or have completed the required retention period as outlined in the Agreement. Assuming all other Agreement requirements are met, Moviola will earn 100% of the ETP Agreement (\$744,975). Since you have been paid \$640,432 to date, you will receive an additional \$104,543 in funding if the anticipated number to retain is verified during the final fiscal closeout. The Analyst commented that \$582,560 of the amount paid to date is earned and approved funding.

According to Mr. Ferry, participating employers found this training to be beneficial to their companies, because it enabled them to keep current on the latest technology in film and video editing. He stated that the ETP program provided employers, who do not have the ability to provide editing training on site, the opportunity to participate in training allowing them to be competitive in this growing field. Participating employers reported that the training provided their employees the knowledge and expertise in editing and helped them keep up with the industry demands.

In discussing what barriers you experienced in implementing your ETP program, you stated that once the project was approved, you started training right away. In discussing the ETP record keeping, you indicated that your administration was provided by a third party, and aside from some in house issues, you reported that in getting familiar with ETP's websites, you find them user-friendly. It was also stated that the ETP staff provided good support throughout the Agreement. In closing, Mr. Ferry stated that Moviola will be submitting an application to ETP for another contract in the near future.

**PROJECT STATUS PROVIDED BY THE CONTRACTOR:**

Job Number	Number Started Training	Number Enrolled in Training	Number of Trainees Dropped (following enrollment)	Number of Trainees Completed Training	Number of Trainees Completed Training and Retention
1	45	45	2	25	25
2	163	163	13	152	125
3	103	103	0	80	70
4	59	59	1	51	47
5	78	78	2	76	66
6	104	100	1	100	65
<b>Totals:</b>	552	548	19	484	398

Project staff indicated that although they are overenrolled in several Job Numbers, Moviola is waiting to drop these trainees, in the event that someone does not meet ETP's retention requirements.

### **ATTENDANCE ROSTERS:**

The Analyst reviewed attendance records for three Job 1, 11 Job 2, six Job 3, five Job 4 and two Job 5 and Job 6 trainees billed for Final Payments on Invoices 17 through 20. During this review, the Analyst noted that a multi-day, roster for Final Cut training, for dates of training 5/29/07 through 06/01/07, was a copy. The Contractor indicated that they believe the original roster was misfiled. The Analyst advised your staff that ETP requires original rosters to substantiate training, and stated that if you are not able to find the original roster for training, or provide secondary source documentation to validate this training, you should remove it from the tracking system. Project staff stated that if they do not find the original roster, they will remove the training hours prior to submitting the final closeout.

The review of all other Class/Lab Rosters revealed that the Rosters are being completed correctly and meet ETP requirements; the Agreement curriculum was provided as specified; and you are in compliance with the ratio of one trainer to 10 retrainees specified in the Agreement Training Plan.

Your project staff was advised that these findings are based only on the training records reviewed during this Visit and represent only a sample of the training records completed to date. Further that it is your responsibility to ensure that all training records are in compliance with Panel requirements for auditing purposes. [Reference: Title 22 California Code of Regulations, Section 4442)]

### **AUDIT:**

Moviola will be notified in writing if this agreement is selected for an audit, conducted either at your site (field audit) or by telephone (desk audit or "review"). The Audit Notification and Audit Confirmation letters will be sent in advance to allow ample preparation time and will include a list of documents that will be examined by the auditor. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

### **RECORD RETENTION:**

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding this report, please contact Elsa Wadzinski at (818) 755-3634 or by email at [ewadzinski@etp.ca.gov](mailto:ewadzinski@etp.ca.gov) within ten (10) working days from the receipt of this report.

Sincerely,

**Signature on file**

Dolores, Manager  
North Hollywood, Regional Office

**Signature on file**

Elsa Wadzinski, Contract Analyst  
North Hollywood, Regional Office

cc: Mark Ferry, Education Center (via E-mail)  
Moviola Education Center

Donna Bartlett, CEO (via E-mail)  
Spectra Consulting

Brian McMahon, Executive Director  
David Guzman, Chief, Program Operations Division  
Kulbir Mayall, Manager, Fiscal and Certification  
Master File  
Project File

Date report mailed to Contractor 5/20/08